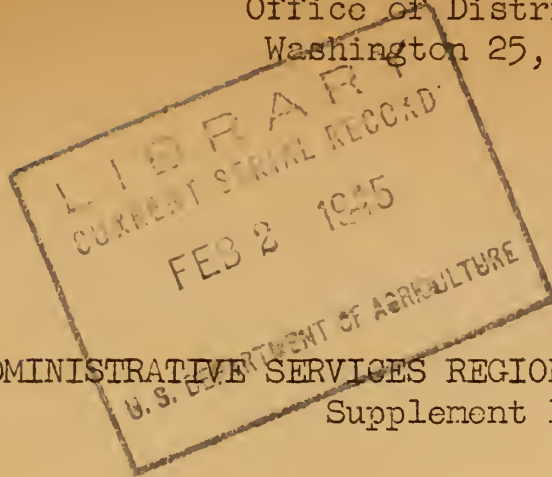


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Office of Distribution
Washington 25, D. C.



December 16, 1944

ADMINISTRATIVE SERVICES REGIONAL PROCEDURE NO. 4
Supplement 1

To: Chiefs, Regional Administrative Services Divisions
From: F. J. Hughes, Chief, Administrative Services Division
Subject: Administrative Services Division Field and Washington Relationships

I - INTRA-TRANSFERS OF NONEXPENDABLE PROPERTY

- A. The last sentence of paragraph II-A-2-b of Administrative Services Regional Procedure No. 4 is amended to read as follows:

The transfer of nonexpendable property between regions or equipment in 03 (fair, and usable without repairs) condition or better to another agency outside of Office of Distribution must have approval of the Washington Office.

F. J. Hughes

